

Understanding GST Concepts

By Andre Lim



Introduction

This workshop is designed to equip participants with the necessary skills and knowledge to effectively understand and apply GST concepts into your area of work. Lack and inadequacy of knowledge on GST Taxation has cost many businesses unnecessary penalties when they run foul of taxation laws. Do not be the next one!

With notes specially designed for easy learning, to broaden and reinforce understanding of proper GST treatment, you will possess the knowledge and know-how to compute and file your GST returns accurately at the end of this workshop.

Course Contents

- 1) Overview of GST
- 2) Basic Concepts of GST
- 3) Types of Supply
- 4) Output Tax vs Input Tax
- 5) Tax Invoice, Simplified Tax Invoice & Receipt
- 6) Credit Notes & Debit Notes
- 7) Claiming of Input Tax
- 8) Bad Debt Relief
- 9) Fringe Benefits
- 10) Disallowed Claims
- 11) Imports
- 12) Correcting Mistakes in Import Declaration
- 13) Major Exporter Scheme
- 14) Exports
- 15) International Services
- 16) Miscellaneous/Frequently Asked Questions
- 17) Reimbursements/Disbursements
- 18) Record Keeping
- 19) Completing the GST F5 correctly
- 20) When Do you Need a GST F7

Note: Participants are required to bring calculators.

For Whom

Directors, Finance Managers, Financial Controllers, Accountants, Auditors, Account & Finance Executives who are handling GST on behalf of their companies.

About The Trainer – Mr Andre Lim

Andre conducts Tax & Finance related workshops. Formerly the Senior Tax Officer of Inland Revenue Authority of Singapore (IRAS), Andre has gathered more than 6 years of valuable experience from IRAS which includes dealing with general and complex GST issues. He has also conducted more than 100 GST training workshops and seminars during his tenure with IRAS with many prestigious organisations that include Accounting & Corporate Regulatory (ACRA), Singapore National Employers' Federation (SNEF), Singapore Business Federation (SBF), Singapore Manufacturers' Federation (SMF) and Singapore Chinese Chamber Of Commerce & Industry (SCCCI).

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Date: [] 17/05/2018 [] 19/06/2018 [] 17/07/2018 [] 28/08/2018
[] 18/09/2018 [] 16/10/2018 [] 20/11/2018 [] 11/12/2018

Venue: TBA, 9am – 5pm

Fee: [] S\$650 (before GST) for D&B Subscriber [] S\$760 (before GST) for Non-subscriber
(Includes materials, refreshments and lunch)

Email completed forms to adrian.chai@dnb.com.sg or Fax to 6226 0178

Participant(s) Information

Name 1: _____ **Job Title:** _____
Email: _____ **(DID):** _____
Name 2: _____ **Job Title:** _____
Email: _____ **(DID):** _____
Name 3: _____ **Job Title:** _____
Email: _____ **(DID):** _____

Company's Information

Name of Company: _____
Address: _____ **(Postal Code)** _____
Telephone: _____ **Fax:** _____
Liaison Officer: _____ **Job Title:** _____
Email: _____ **(DID):** _____

Payment Information

[] D&B subscription units (Account no: _____)
[] * Cheque. *Please made payable to: Dun & Bradstreet (Singapore) Pte Ltd*
[] * VISA [] Mastercard [] Amex
Card no: _____ **Expiry date:** _____
Signature: _____ *(*GST applies for cheque & credit card payment)*

Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received.
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. Only cancellation made 14 working days before commencement is entitled to full refund of seminar charges (only applicable to cheque or credit card payment). No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. For D&B subscribers opting to pay through D&B subscription units, deductions would be made upon receipt of completed registration form. In the event of any postponement/cancellation of seminar by D&B; or withdrawal from seminar by participant(s), units deducted would not be credited. However, a replacement of seminar (of same value) would be given and to be utilized within 6 months.
4. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made cheque/credit payment towards the event and such registrants shall have no claims against the company.
5. D&B reserves the right to change venue due to unforeseen circumstances.